



## 1-29 TYPE SELECTION REVIEW MEETING

The Type Selection Review Meeting and distribution of the Type Selection Memo are fundamental features of the Division of Engineering Services (DES), Structure Design's design approval process. As such, it is important that design approval, as accomplished by the Review Meeting and Type Selection Memo, be accomplished as early in the design process as possible. There should be no appreciable design effort without the Office Chief approval. Distribution of the proposed General Plan **outside the Division** shall not proceed, until the Type Selection Review process has been approved.

The Review Meeting is intended to provide a mechanism for involving essential units in the project development process at an early stage. The Meeting's basic objectives are (1) to obtain consensus on and approval for, the structure proposed and (2) avoid problems at a later, more critical, project stage (i.e., provisions for falsework clearance, traffic handling plans, access for construction operations, etc.).

A Type Selection Review Meeting will be held for all bridges and highway structures designed by Structure Design except as noted in this memo. The Design Engineer or his staff shall presents the pertinent factors affecting the proposed structure to a review panel generally composed of the following people or their representatives:

- Bridge Design Supervisors
- Specifications & Estimates Supervisor
- Project Aesthetics Consultant
- Structure Maintenance Engineer – North
- Structure Construction Engineer

The Type Selection Memo should address all pertinent issues related to the creation of the General Plan. The Type Selection Review Meeting will provide a forum to discuss these issues and to provide a consensus on the design solutions. Deviations to the *Seismic Design Criteria* shall be documented and discussed during the Type Selection Review Meeting in accordance with *Memo to Designers* 20-11. Refer to Attachment 1, for Type Selection Memo format, Attachment 3 for suggested topics to be covered and Attachment 4 for sample type selection recommendations. (Attachment 4 provides a sample for a large project, fewer details could be needed for smaller projects.)

When the proposed General Plan has been prepared, submit a request for Type Selection Review Meeting to the Design Office Secretary (see Attachment 2). Deliver the General Plan(s) and draft Type Selection Memo to the Design Office Secretary one week before the meeting so that the Design Office Secretary may distribute copies to each member of the review panel. If the one-week deadline cannot be met, the Design Branch shall deliver copies to the review panel at least one day before the meeting. The Preliminary Report (if available) and any additional information pertinent to type selection should be brought to the meeting.



Miscellaneous structures such as culverts, sound walls, retaining walls, tie-back walls and minor structure modifications generally do not require a type selection review meeting. Such General Plans should be discussed with the Design Supervisors. The Design Engineer and Supervisor will then decide if a Review Meeting is warranted.

Miscellaneous structures, which may require a meeting, include:

1. Those supported by, or connected to a bridge.
2. Those with extensive aesthetic treatment.
3. Those that are unusual as to cost, size, or design.
4. Vehicular Tunnels and Pumping Plants (with vertical exposed walls) are usually part of larger projects and should be addressed as a separate item during the respective meeting. These structures will usually require input from the Project Aesthetics Consultant. Similarly, representatives from the Office of Electrical, Mechanical, Water and Wastewater and the Structural Design Branch of the Office of Transportation Architecture shall be included in the meeting.

It is expected that the Design Engineer responsible for the project has seen to it that the General Plan presented for review is acceptable for distribution outside the Office. (i.e. complies with such appropriate guidelines as *Bridge Design Details* 3-10 to 3-14; *Memos to Designers* 1-23, 14-19, 17-105, 106, 110, and 21-19; *Bridge Design Aids*, Section 10; etc) The Design Engineer is also responsible for reviewing the General Plan Estimate before the distribution of the General Plan outside the Office. For engineering cost estimates, refer to *Memo to Designers* 1-4.

The Type Selection Review Meeting is not intended to be a check of the General Plan being reviewed.

After the review, the General Plan and the Structure Type Selection Memo shall be revised as necessary. The minutes of the review meeting shall be distributed to the meeting participants. 11x17 General Plans should be ordered and distributed in accordance with *Memo to Designers* 1-5 as soon as possible after the meeting.

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